



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

NAME OF EDUCATIONAL INSTITUTION:	Northwestern College
POSITION:	Dean of Nursing
RESPONSIBILITIES:	<p>Northwestern College is seeking a Dean of Nursing (DON) who will assume responsibility for general oversight, management, and leadership of the Associate in Applied Science degree nursing program located at the Bridgeview Campus. Some of the essential job duties include:</p> <ul style="list-style-type: none">• Recruiting, hiring, and evaluating qualified nursing faculty and staff• Approving admittance of qualified students• Ensuring curricula is current and conforms to state and accreditation standards and requirements• Preparing and administering an annual budget• Assuming selective teaching responsibilities as appropriate• Preparing and submitting institutional and accreditation reports• Facilitating the implementation of college and School of Nursing standards, policies and procedures
MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none">• Master's Degree in Nursing; prefer earned doctoral degree in nursing or related field• Current unencumbered Registered Nurse license• At least two years' experience as Dean or Assistant Dean of a nursing program
PREFERRED QUALIFICATIONS:	<ul style="list-style-type: none">• Demonstrated leadership skills• Excellent oral and written communication skills• Commitment to diversity• Commitment to student success• Demonstrated ability to work effectively with a wide variety of people
TO APPLY:	<p>Submit cover letter and curriculum vita to:</p> <p>Human Resources Northwestern College 9501 Technology Boulevard, Suite 425 Rosemont, Illinois 60018 Fax: 773-326-0957 Email: hr@nc.edu</p>